

Accounting Assistant Greater Manhattan Community Foundation

Education, Experience and Skill Requirements:

1. Bachelor's degree in accounting or finance preferred.
2. One or more years of accounting experience.
3. Solid computer skills with expertise in Microsoft Office 2007 and accounting programs.
4. Familiarity with financial software and investment management software packages.
5. Experience with Not-For-Profit Accounting and Fund Accounting a plus.
6. Excellent verbal and written communication skills and strong interpersonal skills.
7. Must be detail oriented, highly organized and accurate
8. Must be able to multi-task and work well under pressure and deadlines.
9. Community service orientation a must.

Work Schedule and Environment:

1. Three-quarter time position.
2. During peak activity times, full-time assistance may be required.
3. Flexible work hours.

Essential Duties and Responsibilities:

1. Prepare all fund transactions including entry of donations, distribution postings, and investment return to component funds.
2. Prepare and submit deposits to investment custodian.
3. Prepare all gift acknowledgements.
4. Assist Executive Director in preparation of disbursement requests and processing.
5. Coordinate payroll and accounts payable processes.
6. Perform monthly bank and investment statement reconciliations.
7. Prepare and distribute fund statements to fund advisors/authorized representatives.
8. Maintain up-to-date donor and other constituent information by affiliation, and produce lists for email and/or mail distributions.
9. Assist with local, state, and federal tax reporting as required.
10. Assist with implementation of foundation investment management software subsystems for general ledger, budgeting, and component fund investment return tracking.
11. Prepare financial reports for monthly board meetings.
12. Work with outside accountants to prepare year end financial statements and year end tax filings.
13. Work collaboratively with other staff and volunteers to achieve organizational goals and objectives.
14. Maintain confidentiality at all times.
15. Interact with fund advisors and authorized representatives as required.
16. Other duties as assigned by the Executive Director.